



# Exam Announcement

California State Government - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

## ENVIRONMENTAL PROGRAM MANAGER I (SUPERVISORY) PROMOTIONAL - CONTINUOUS TESTING

### DEPARTMENTAL FOR STATE WATER RESOURCES CONTROL BOARD

#### HOW TO APPLY

Candidates who meet the minimum qualifications as listed in the examination bulletin may take this examination. Meeting the minimum qualifications does not assure you a place on the eligible list.

To apply for this examination, you must submit a standard state application <http://jobs.ca.gov/pdf/std678.pdf>. Applications may be filed in person or by mail to:

STATE WATER RESOURCES CONTROL BOARD  
HUMAN RESOURCES – EXAM UNIT  
1001 I STREET, 18<sup>TH</sup> FLOOR  
SACRAMENTO, CA 95814

**Do not send applications to the California Department of Human Resources.**

#### TEST DATES

Testing is considered continuous as dates can be set at any time and eligible lists are merged.

**A candidate may be tested only once within a 12-month period.** Therefore, if you are unsuccessful in this examination, you must wait 12 months to re-compete. If a candidate submits a second examination prior to the expiration of the 12 months, it will not be accepted.

#### EXAMINATION INFORMATION

INTERVIEWS WILL NOT BE HELD. This examination will consist of the Training and Experience application weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the training & experience examination. This application is designed to elicit a range of specific information regarding each applicant's knowledge, abilities, and potential to effectively perform the duties of an Environmental Program Manager I (Supervisory).

#### SALARY RANGE

\$6,401 - \$7,958

#### WHO SHOULD APPLY

1. Applicants must have a permanent civil service status with the State Water Resource Control Board as of the final filing date, in order to participate in this examination; or
  2. Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code 18990; or
  3. Must be a current or a former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code 18992; or
  4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.
- APPLICANTS MUST PROVIDE A COPY OF FORM DD 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY.**

For applicants under items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated on this bulletin. Your signature on your application indicates you have read, understood and possess the basic qualifications required.

If you meet the entrance requirements for the class and the Environmental Program Manager I (Managerial), you may file for both examinations on a single application.

**All applications/resumes must include: "to" and "from" dates (month/day/year): time base (full-time/part-time/number of hours per week/month); and civil service class titles where applicable.**

**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportional basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II, "or" III, etc. For example candidates possessing qualifying experience amounting to 50% of the required time of pattern I, and additional experience amounting to 50% of the required time of pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements

**EDUCATION**

Possession of a bachelor's or advanced degree with a major in a biological, chemical, physical, or environmental science, soil science, water science, hydrology, agronomy, natural resource science, environmental or public health, physical geography, or a closely related scientific discipline. (Admission to a masters or doctoral degree program in a biological, chemical, physical, or environmental science, soil science, water science, hydrology, agronomy, natural resource science, environmental or public health, physical geography, or a closely related scientific discipline shall be considered to meet these education qualifications.)

**EXPERIENCE****EITHER I**

Two years of experience in the California state civil service performing the duties of a Senior Environmental Scientist.

**OR II**

Experience: Five years of broad, extensive, and increasingly responsible experience as a scientist in environmental analysis, management, research, planning, regulation, investigation, or enforcement, at least two years of which must have been in an administrative or supervisory position in full charge of a staff responsible for the development or implementation of environmental policies, programs, plans, or research projects; or conducting a critical and/or sensitive environmental monitoring and surveillance or environmental management program; or in the direction of the work of a large multidisciplinary environmental investigatory or regulatory staff at a level equivalent to a Senior Environmental Scientist in the California state civil service. Possession of a master's degree in a biological, chemical, physical, or environmental science, soil science, water science, hydrology, agronomy, natural resource science, environmental or public health, physical geography, or a closely related scientific discipline may be substituted for one year of the required general experience; possession of a doctorate in the above-named disciplines may be substituted for two years of the general experience.

**ADDITIONAL  
DESIRABLE  
QUALIFICATIONS**

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under "Minimum Qualifications". Experience in management, research, planning, or consultation in environmental programs, demonstrated environmental management skills, and knowledge of broad principles of economics, social science, and political science will be given preference.

**THE POSITION**

This is the second supervisory level of the series. Incumbents direct and have charge of critical and/or sensitive public health, environmental, agricultural productivity, and natural resource management programs or components; carry authority and accountability for timely completion of program objectives and for submittal of satisfactory products; are responsible for operational planning and assigning of projects, budgeting for time and funds, reviewing and evaluating achievements, and preparing administrative reports; coordinate program activities with technical and administrative support sections and their activities; assist in formulating and administering policies; exercise discretion in the provision of oversight and coordination of projects or programs; maintain liaison with other governmental agencies and the private sector; evaluate program performance and achievements; plan for work force needs; represent their organization in compliance negotiations, policy implementation, program budgeting, and strategic planning; and do other related work. Incumbents may supervise a group of Senior Environmental Scientists and other professional and technical staff working on a critical and/or sensitive public health, environmental, and natural resource management, regulation, compliance, or research project. Incumbents have authority in the interest of management to recruit, hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees. Incumbents have the responsibility to direct employees, adjust employee grievances, or effectively recommend such actions. Incumbents may also function as a nonsupervisory staff specialist in a critical and/or sensitive program or project management or coordination, policy development, or executive advisor position.

**KNOWLEDGE OF**

1. Basic principles of land, water, fish, wildlife, and other natural resources research
2. Principles of ecology
3. Soil and irrigation sciences, resource management, hydrology, geology, and waste prevention
4. Statistical methods
5. Land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment
6. Effects of hazardous and non-hazardous waste material and their interactions on the environment
7. Chemical reactions

8. California and Federal environmental laws, rules, regulations, and requirements
9. Basic toxicology, hydrology, geology, and principles of risk assessment and risk management
10. Concepts employed in a variety of disciplines including environmental planning, economics, and resource management
11. Geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies
12. Recycling issues
13. Broad knowledge of the legislative process
14. California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to their program area
15. Resource management practices and techniques
16. Chemical substances and waste materials and their interactions with and effects on public health and the environment
17. Techniques for dispute resolution, principles and techniques of personnel management and supervision
18. Budgeting and other administrative functions
19. A manager's/supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.
20. Health and environment related priorities of legislative and administrative branches of California and Federal government
21. Health and environmental solutions and initiatives being pursued by other states, local agencies, and the Federal government
22. Performance management strategies

**ABILITY TO**

1. Apply or modify scientific methods and principles
2. Collect environmental data
3. Analyze and evaluate data and reach sound conclusions
4. Review, check, and interpret scientific and environmental reports
5. Analyze situations and take appropriate actions
6. Establish and maintain cooperative relations with all persons contacted
7. Communicate effectively
8. Prepare clear, complete, and technically accurate reports
9. Apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs
10. Assess the impact of proposed State and Federal environmental legislation and regulations
11. Understand principles of risk assessment and risk management
12. Work with professionals from a variety of disciplines within and outside of State government
13. Review and understand technical research reports on emerging public health and environmental issues
14. Develop scientific methodologies, research projects, criteria, procedures, guidelines, reference materials, planning and regulatory documents, and other innovative solutions for critical and/or sensitive environmental management problems
15. Independently plan environmental studies
16. Provide research and evaluation of short-term and important projects concerning public health, agricultural productivity, and environmental protection
17. Develop techniques for handling and analyzing a large variety of detailed data
18. Communicate the results and implications of studies to nonspecialists
19. Act as an expert witness in court or at legislative or quasi-judicial hearings
20. Provide leadership in accomplishing basic functions and objectives in assigned programs; and inspire confidence and effective working relationships with employees, managers, and leaders in government and industry
21. Inspire confidence and effective working relationships with employees, managers, and leaders in government and industry
22. Plan, organize, and direct the work of others
23. Perceive the alternatives available in the solution of management problems and select realistic courses of action
24. Effectively contribute to the employer's equal employment opportunity objectives
25. Manage lead, or administer program resources
26. Make decisions regarding program milestones
27. Provide a forum for the resolution of conflicts or disputes among implementing agencies
28. Ensure prompt and balanced media utilization
29. Develop innovative solutions to difficult human health, agricultural productivity, and environmental management problems
30. Evaluate program performance and achievements

**ELIGIBLE LIST**

Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires after 12 months.

**VETERANS CREDITS**

Will not be granted in this examination.

**CAREER CREDITS**

Will not be granted in this examination.

**CONTACT INFORMATION**

State Water Resources Control Board, Exam Unit at (916) 341-5127 or [exams@waterboards.ca.gov](mailto:exams@waterboards.ca.gov).

**GENERAL INFORMATION**

**The State Water Resources Control Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their score.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two list of the same kind, the older must be use first.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment with the State Water Resources Control Board or military veterans that meet all the minimum qualifications. Under certain circumstances other employees may be allowed to compete under provisions of Rule 234,235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or [www.jobs.ca.gov](http://www.jobs.ca.gov).

**Applications:** Standard State Applications (std 678) are available at the California Department of Human Resources located at 1810 16<sup>th</sup> Street, Sacramento CA 95811, local offices of the Employment Development Department and the testing department on the job bulletin.

**Contact Information:** You are responsible for keeping your contact information up to date. This can be done by connecting to <http://jobs.ca.gov/> and logging into your account.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay Telephone Service for the Deaf or Hearing Impaired.

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922